

# Jefferson-Madison Regional Library

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## A P P R O V E D

### MINUTES OF THE OCTOBER 26, 2015 MEETING OF THE LIBRARY'S BOARD OF TRUSTEES

#### TRUSTEES PRESENT

President Brian LaFontaine (Albemarle)  
Wendy Wheaton Craig (Louisa)  
Jane B. Kulow (Albemarle)  
Peter McIntosh (Charlottesville)  
Tamyra Turner (Charlottesville)

Vice President Stephen Walls Mathis (Greene)  
Gary Grant (Albemarle)  
Marcia McDuffie (Nelson)  
Carla Mullen (Charlottesville)

#### TRUSTEES ABSENT

#### OTHERS PRESENT

John Halliday, Library Director  
Krista Farrell, Assistant Library Director  
Ginny Reese, Staff Recorder/Greene Manager  
Tim Carrier, Young Adult Services Manager  
Wendy Saz, Crozet Manager  
David Plunkett, Coll. and Tech Manager  
Brittany Eversberg, Circulation Manager

Shawn Hirabayashi, HR Specialist  
Lindsay Ideson, Northside Manager  
Gail Ott, Gordon Avenue Manager  
Susan Huffman, Nelson Manager  
DonnaLee Grossman, Asst. to the Library Director  
William Lyons, Library Business Manager  
Tasha Birkhead, Gordon Children's Specialist

The regular monthly meeting of the Jefferson-Madison Regional Library's (JMRL) Board of Trustees was held on Monday, October 26, 2015, at 3:05 p.m. in the meeting room of the Greene County Library (222 Main Street, Suite 101, Stanardsville, VA), President LaFontaine being in the chair. Trustee McDuffie made a motion for the approval of the September 28, 2015 Minutes. Vice President Mathis seconded. The September 28, 2015 Minutes were approved as presented without opposition. Trustee Mullen abstained and Trustee Kulow arrived after the vote.

#### ANNOUNCEMENTS AND PUBLIC COMMENTS

President LaFontaine introduced Greene County Library Manager Ginny Reese, who welcomed the Board. She spoke about the branch and made particular mention of the recent Volunteer Recognition Dinner, which was funded by the Friends of the Library (FOTL).

Trustee McIntosh reminded the Board that Friday, November 6, was the preview for the FOTL book sale which will run from November 7-15. There is an abundance of books.

Trustee Mullen said that the Swanson Case Commemoration at Central Library – celebrating Gregory Swanson's successful lawsuit to be allowed to attend the University of Virginia – was fantastic.

Director Halliday spoke about the Virginia Library Association conference, which was attended by various JMRL staff.

Trustee Grant and Vice President Mathis spoke of their "meet and greets," at Northside and Greene, respectively.

Trustee Craig mentioned the event "Harry Potter on Trial," which took place at Louisa Branch.

#### FY2017 BUDGET PRESENTATIONS & DISCUSSION

Regarding the budget, Director Halliday stated that JMRL was approaching the third and final year of the pay plan implementation – that currently 62% of the staff was at or above the established minimum. He said he could not speak to the medical and retirement costs as the City of Charlottesville hadn't yet prepared them. Mr. Plunkett requested to increase the ¾ time Technical Services Specialist to fulltime, hire a Digital Services Coordinator, and hire a ½ time Technical Support Specialist. Ms. Reese requested an additional 4 hours at Greene, increasing its total to 48 hours per week. Ms. Ott requested an additional 100 Substitute hours for the Children's Shelver at Gordon. Mr. Carrier requested that the ¾ time Young Adult Services Librarian be increased to fulltime. Ms. Huffman requested additional staff hours in order to increase the Nelson's hours to 48 per week. Ms. Ideson requested a fulltime Youth Specialist for Northside. Director Halliday requested an Outreach Services Manager. Ms. Eversberg requested an additional 500 substitute hours for Central Circulation. Ms. Saz requested a ½ time Shelver for Crozet Library. Director Halliday, on behalf of Louisa Manager Duck, requested that the Board restore Louisa County's 100 Substitute hours and its Sunday hours. Finally, Ms.

Ideson requested an additional 5 hours at Northside Library, which would bring its weekly total up to 56 hrs/wk (still short of the 5-year plan goal of 60 hrs/wk) – adding these hours would necessitate the hiring of a fulltime Librarian, two ½ time Reference Librarians, a ½ time Circulation Support person, and additional Substitute hours.

Director Halliday began the discussion of the presentations by speaking of his annual September meeting with the administrators of the 5 jurisdictions. He said it went well and that JMRL's jurisdictions expect FY2017 revenues to be level or slightly more than FY2016. The Board was divided on whether it was of greater use to increase services or hours – if a choice had to be made. Trustee Grant wanted to know how much shelving was done by volunteers vs. paid shelvees. Trustee Kulow supported Trustee McIntosh's desire for another survey of staff payroll compared to other libraries. Director Halliday stated that of the requests, the one which could most easily be postponed was the Outreach Services Manager. The Board charged Director Halliday with presenting a budget to the Budget Committee (which will meet at 3:00pm November 10 at the Central Library) that included all requests save the Outreach Services Manager.

### **LIBRARY DIRECTOR'S REPORT**

- The Energize! Charlottesville "Kill A Watt" program is going well. They have increased the number of kits available through JMRL and there is a waiting list to check them out.
- The meeting with the administrators of the five jurisdictions went very well. All expect stable or moderate revenue increases. All agreed that the annual meeting was helpful.
- The Swanson Case Commemoration at Central Library was a great success. Director Halliday reminded the Board that the Swanson lawsuit was tried in the room in which the celebration took place – that Central Library used to be the courthouse.
- Wednesday, November 11, is In-Service Day for JMRL. Director Halliday invited all Board members to attend and passed out lunch menu requests.

### **FUTURE AGENDA ITEMS**

There will be Policy and Budget Committee reports.

### **FINAL COMMENTS**

Trustee McIntosh said his wife, a photographer, remarked how beautiful Crozet Library is. President LaFontaine thanked all staff present for their hard work.

### **ADJOURNMENT**

Trustee Turner made a motion to adjourn the meeting. The motion passed without opposition. The meeting adjourned at 4:45 p.m.

Brian LaFontaine, President